



Additional Responsibility Post			
Responsibility	Head of PE and ECA	School	Baleares International College Sa Porrassa
Direct Reports	PE teachers	Additional Allowance	TBC
Expectations:			
<p>Leadership expectations:</p> <ul style="list-style-type: none">to pursue and deliver school strategies and agreed actions in a positive and consistent manner;to be an excellent team leader, capable of building a successful team and getting the best out of colleagues;to think creatively about the school, to be prepared to take risks and to innovate;to be an excellent communicator with a high degree of emotional intelligence;to have responsibility for the performance and line management of staff. <p>General expectations:</p> <ul style="list-style-type: none">to demonstrate high professional practice in all areas of work;to adhere to the staff code of conduct;to help progress the school towards our vision;to be an excellent role model for students, commanding respect and being a positive presence around the school;to be efficient and effective, highly organised in all areas of work;to promote actively the school's ethos through actions and words;to adhere to the staff dress code;to participate in duties as directed.			
Key accountabilities:			
<p>Teaching and Learning</p> <ul style="list-style-type: none">To be accountable for raising attainment and progress in PE across all key stages, for individual students and groups of students, and for monitoring students' performance in PE;To be accountable for the monitoring and improvement of teaching and learning in PE, including carrying out joint learning walks with members of SLT and creating a culture of peer observation and improving practice;To ensure that teachers are adhering to the school's policies around teaching and learning, including following any non-negotiable routines and maintaining high standards and expectations for all students;To be responsible for the quality assurance of all assessments;To analyse the performance of students on internal and external examinations and to use this analysis as a tool for departmental development;To monitor the quality of homework;To ensure the department offers a range of activities to students to promote PE, and to foster a passion for sport, competition, team work and training.			



Curriculum

- To be responsible for the **curriculum and its development**, reviewing and modifying schemes of learning and resources as required, to ensure that the curriculum on offer is rich and inspiring and that the most appropriate courses are followed;
- To ensure **smooth transitions** between key stages in PE, including the transition from primary to secondary.

PE leadership and management

- To provide **strong leadership** in PE, sensitively guiding and advising other members of staff within the department, acting as a model of good practice and effectively delegating responsibilities and tasks;
- To ensure **excellent communication** with and between members of the PE team, and other colleagues;
- To support appropriate **professional development** for all staff members;
- To use **subject meeting time** effectively, to focus on school and subject priorities;
- To support teachers in the team with **student and parent** issues;
- To monitor the purchase and use of **resources** within their team;
- To be responsible for ensuring high quality and appropriate **cover work** is set when required.
-

Extra-Curricular Activities

- To lead, manage and grow the ECA provision across the school.

Person specification:

Skills, knowledge and experience:

- Good honours degree, with post-graduate qualification in education (PGCE or equivalent);
- UK Qualified Teacher Status;
- Experience in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning;
- Relevant and up to date experience of developing and delivering an excellent curriculum;
- Experience in developing and implementing procedures which measure the performance of others;
- Evidence of developing and implementing a development plan, and achieving measurable improvement;
- Ability to work as part of a team and on own initiative, with high levels of resilience and flexibility.

Key competencies:

- Accountable, acts with confidentiality and respect, taking ownership of problems and encouraging others to take the same approach;
- Strong manager, able effectively to supervise and manage others, and establish clear expectations;
- Results focused, motivated by goals and highly self-driven;
- Takes responsibility for own development and actively supports development of others;
- Professional expert, maintaining awareness of research and best practice;



Baleares International College

Sa Porrassa

an Orbital Education School



- Commercial awareness, understands financial metrics and constraints and how to operate within these;
- Excellent communicator, written and verbal.